

ATTENTION!!!

CHANGE TO CRIMINAL BACKGROUND CHECK

**THE BOARD OF CERTIFIED COURT REPORTER EXAMINERS
REQUIRES A STATE CRIMINAL BACKGROUND CHECK ON ALL
APPLICANTS TAKING THE CERTIFICATION EXAMINATION.**

**THE BACKGROUND CHECK WILL BE VALID FOR ONE YEAR FROM
DATE OF FIRST CERTIFICATION EXAMINATION.**

**APPLICANT IS RESPONSIBLE FOR CONTACTING
HIS/HER STATE POLICE FOR THE PROPER FORMS TO
COMPLETE AND PROCESS HIS/HER CRIMINAL
BACKGROUND CHECK.**

**APPLICANT'S TEST APPLICATION WILL NOT BE APPROVED IF
CRIMINAL BACKGROUND CHECK IS NOT ATTACHED TO APPLICATION.**

ATTENTION!!!

CHANGE TO CCR EXAMINATION

Section 14 of the Regulations of the Board of Certified Court Reporter Examiners has been amended as follows:

The test shall be as follows: (a) a written knowledge test consisting of spelling, vocabulary, punctuation, general knowledge, and rules governing preparation of transcripts (Rules of the Supreme Court and Court of Appeals 3-1, 3-2, 3-3 and 3-4), and rules governing the regulation of the court reporting profession (Sections 19 and 22 of the Regulations of the Board of Certified Court Reporter Examiners) with a minimum of 75% accuracy.

**APPLICATION WILL NOT BE APPROVED UNTIL CRIMINAL BACKGROUND
INFORMATION IS RECEIVED.**

**MAIL THIS APPLICATION TO STACEY PECTOL, SUPREME COURT CLERK,
ATTENTION: RENEE HERNDON, 625 MARSHALL STREET, LITTLE ROCK,
ARKANSAS 72201.**

**STATE OF ARKANSAS
BOARD OF CERTIFIED COURT REPORTER EXAMINERS**

**APPLICATION FOR EXAMINATION
FOR CERTIFICATE AS CERTIFIED COURT REPORTER**

Name of Applicant

(ATTACH TO THIS SPACE A RECENT PHOTO)

**(ALSO ATTACH TO THIS APPLICATION A COPY
OF YOUR DRIVER'S LICENSE)**

This photograph was taken _____
(Date)

I, _____, a resident of the

County of _____, State of _____, I hereby apply for permission to take the next regular examination for Certified Court Reporter, under Section 4 (amended by Supreme Court Per Curiam order dated January 1, 2000) and Section 6 (amended by Supreme Court Per Curiam order dated July 1, 1991) of the Regulations of the Board of Certified Court Reporter Examiners. I am enclosing my remittance of \$75 (in-state) or \$150 (out-of-state) payable to Leslie Steen, Clerk, Arkansas Supreme Court.

THE FOLLOWING QUESTIONS SHALL BE ANSWERED IN DETAIL. IF ADDITIONAL SPACE IS NEEDED TO ANSWER QUESTION, ATTACH SEPARATE SHEET INDICATING APPROPRIATE QUESTION AND ANSWER.

1. Name: _____ Sex _____

2. Residence Address:

Street Address: _____

City: _____ State: _____ Zip
Code _____

3. Telephone Numbers: Residence _____ Work _____

E-mail address: _____

4. Date of Birth _____ Place of Birth _____

(If foreign born and naturalized, give place and date of naturalization or explain present status as to citizenship.)

5. Marital Status (Indicate by check mark):

Married____ Divorced____ Widowed____ Single____

6. My immediate family consists of:

7. Education:

8. Employment Record:

9. Condition of Health:

10. The following two individuals have knowledge of my character, integrity, general reputation, and my record for meeting my financial obligations; and I consent that inquiry may be made of them with full disclosure by them concerning these matters. **(Give full names, addresses, and telephone numbers.)**

11. I am a graduate of _____ Court Reporting School,
_____. Attached is a copy of my diploma.
Address _____

12. I am attending _____ Court Reporting
School, _____.
Address

13. I am certified in the state(s) of _____.
Attached _____
is documentation of my good standing in each state.

I also hold the following
certifications _____.

14. My system of verbatim reporting is _____.

15. I am a voice writer and I will be using digital equipment. The name of my
digital software is _____.

16. I am a machine writer and I will be using CAT (computer aided transcription)
software. The name of the software is _____.

Signature of Applicant

STATE OF _____
COUNTY OF _____

SUBSCRIBED AND SWORN to before me this _____ day of
_____, 20____
.

Notary Public

My commission expires: _____ (seal)

READ THIS DOCUMENT CAREFULLY

USE OF ELECTRONIC EQUIPMENT STATEMENT AND AGREEMENT

I UNDERSTAND AND AGREE:

If I use any type of electronic equipment during the examination, including, but not limited to, a laptop computer, digital recorder, steno machine with computer aided transcription software, et cetera, I **must complete, sign and file this Electronic Equipment Statement and Agreement with the Board of Certified Court Reporter Examiners, Supreme Court Clerk's Office, 625 Marshall Street, Little Rock, AR 72201, with the attached application for examination.**

I understand Wi-Fi is not available at the test site; therefore, I cannot use wireless equipment without a cord or cable.

I understand that, prior to the examination, I must delete any practice dictation and, transcripts that I have downloaded to my laptop, digital recorder or steno machine.

Failure to file this document will result in me recording and transcribing the dictation sections of the exam without the use of electronic equipment.

[Voice Writers] I understand that if I use a digital recorder, I am required to save my voice in one of three formats: DSS, WMA or MP3 to a CD. Failure to produce a CD of my voice in one of these three formats will result in me being disqualified. **I understand that I am not allowed to use voice-recognition (real-time) software or equipment during the examination.**

[Machine Writers] I understand that I may use CAT software. **I understand that I am not allowed to use real-time during the examination.** I understand that if I am using a paperless steno machine, I must have a steno machine that allows me to save steno notes to diskette or CF card. I understand that I will be required to print my steno notes and turn them in with my transcript.

I understand that, prior to taking the examination, I must delete note/memory file from my steno machine.

If my steno machine does not use a disk, e.g., a RAM memory, I must eliminate all jobs that may be in my steno machine's memory. I understand that I am to provide the equipment necessary to delete the flashcard/SD card. Failure to delete the flashcard/SD card will result in me forfeiting the flashcard/SD card.

I am responsible for furnishing all equipment and supplies necessary for taking this examination, including all electronic equipment, (including printer), paper, necessary cables, extension cords, foot pedals and Merriam-Webster's Collegiate Dictionary, Eleventh Edition.

The Board will furnish diskettes and/or CDS. I will not bring CDS or diskettes to the examination.

I will have three hours to complete the transcription the dictation exam, whether it is three sections, two sections or one section..

I will proof my transcript(s) on my computer before printing and no other corrections can be made by me after printing the transcript(s).

When I am ready to print my transcript(s), a test proctor will come to my desk and monitor my printing. Only one (1) copy of my transcript(s) will be printed and will be considered the original for grading purposes. Printing my transcript(s) before the test monitor tells me to start printing will result in my disqualification.

I f any of my equipment, including my printer, malfunctions, I am not allowed to use or borrow equipment from other test applicants. Any equipment malfunction is my responsibility and the test proctors will not assist me in correcting or repairing the malfunction. Said malfunction may result in me being disqualified. I will be allowed one hour, 8:30 a.m. until 9:30 a.m., to correct any malfunction. If I cannot correct or resolve the problem within this time period, I will leave the test room at 9:30 a.m. and return at 2:00 p.m. to retrieve my equipment.

Applicant's Name (Print)

Applicant's Signature

Date:_____

TYPE OF ELECTRONIC EQUIPMENT I WILL BE USING: [PLEASE PRINT]

Laptop computer _____

Digital recorder _____ Name of software _____

Printer _____ Regular recorder _____

Steno machine _____ Name of CAT software _____

My equipment requires: CD _____ Diskette _____